**Please return completed form to: hr.recruitment@ymcabc.org.uk**

Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview. Sections that are left blank could result in your application being rejected. Please specifically address the criteria detailed in the Person Specification.

1. **Job Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Post applied for |  | Job Ref No. |  |
| Please state where you saw the vacancy |  | | |

1. **Personal Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title |  | First name |  | | Surname | |  |
| List any previous names | | |  | | Known as | |  |
| Address | |  | | Mobile number | |  | |
| Home number | |  | |
| Postcode | |  | | May we contact you at work? **Yes / No** | | | |
| Do you hold a current UK driving licence? | | Yes  No | | Email address | |  | |
| Do you have a disability which may affect your application or employment? | | | Yes  No | If yes, please provide details | |  | |
| If appointed, how soon could you start? | | |  | | | | |

1. **Immigration, Asylum & Nationality Act 2006**

Under the Immigration, Asylum & Nationality Act 2006, YMCA Black Country Group has a responsibility to prevent illegal migrant working in the UK. Therefore, all job applicants that are shortlisted for interview will be asked to prove their eligibility to work in the UK by providing the relevant documentation.

|  |  |  |  |
| --- | --- | --- | --- |
| Do you require a work permit to work in the United Kingdom? | Yes  No | If yes, please give details |  |

1. **Religious Beliefs/Affiliation**

You are not required to complete this section unless the job description /person specification indicates that the duties involve a Christian faith- based occupational requirement [in accordance with the Equality Act 2010] and designated as a Central Post.

What are your religious beliefs?

If you attend a place of worship, please give details

If you are involved in Christian-related activities, please give details.

Do you speak any other languages apart from English? Yes  No

If yes please state the language\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Previous Contact with YMCA**

|  |  |  |  |
| --- | --- | --- | --- |
| Have you been involved with any YMCA before? | Yes  No | If yes, please state how |  |
| Do you know or are you related to any employee of YMCABCG? | Yes  No | If yes, please state how |  |
| Have you been **referred** by a friend or family member who is currently employed with YMCA BCG? | Yes  No | If yes, please state their name |  |

1. **Education, Training & Development**

Please list your academic/professional qualifications in chronological order (i.e. most recent first). You may continue on a separate sheet if necessary. If so, please state clearly your name and the job you have applied for.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Secondary Education** | | | | | | |
| Date |  | Subjects studied |  | Qualification obtained (including grades) | |  |
| **Further Education** | | | | | | |
| Date |  | Subjects studied |  | Qualification obtained (including grades) | |  |
| **Professional/ Other Qualifications** | | | | | | |
| Date |  | Awarding body |  | | Level/ grade of membership |  |
| **Other Non-Qualifying or Short Courses Attended** | | | | | | |
| Date |  | Details of course |  | | | |

1. **Current or Most Recent Employer**

Please list your current or most recent employer and provide the dates of employment. If you are still employed, please write ‘present’ at the end date. Please note that a reference will be requested from your current or most recent employer. If you would prefer that this is not requested until a formal offer of employment is made, please indicate this in Section 8.

|  |  |  |  |
| --- | --- | --- | --- |
| Company name |  | Position held |  |
| Address |  | Give a brief description of your duties & responsibilities |  |
| Postcode |  |
| Employment dates |  |
| Reason for leaving | If no longer employed with this company please state the date you left: | | |

1. **Previous Employment & Experience**

Please provide a list of your previous employment in chronological order (i.e. most recent first) providing the positions held and dates of employment. Please also complete in full the reasons for leaving.

|  |  |  |  |
| --- | --- | --- | --- |
| Company name |  | Position held |  |
| Address |  | Employment dates |  |
| Give a brief description of your duties & responsibilities |  |
| Postcode |  |
| Reason for leaving |  | | |
| Company name |  | Position held |  |
| Address |  | Employment dates |  |
| Give a brief description of your duties & responsibilities |  |
| Postcode |  |
| Reason for leaving |  | | |
| Company name |  | Position held |  |
| Address |  | Employment dates |  |
| Give a brief description of your duties & responsibilities |  |
| Postcode |  |
| Reason for leaving |  | | |

1. **Leisure Interests**

|  |
| --- |
| Please state briefly what your main leisure interests are, particularly those that are relevant to the work for which you are applying. |
|  |

1. **References**

Please provide details of two professional referees, one of whom **must** be your current or most recent employer, who can comment on your suitability for this post. The other referee should be one of your previous employers. **We do not accept personal references unless this is your first or only paid work application. If this is a Central post application, you should also include a referee who is a Christian Minister.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current or most recent employment** | | **Previous employment** | |
| Company name |  | Company name |  |
| Line Manager |  | Line Manager |  |
| Line Manager’s job title |  | Line Manager’s job title |  |
| Your job title |  | Your job title |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Contact details | Phone:  Email: | Contact details | Phone:  Email: |
| Can we contact your referee before making an offer? | Yes  No | Can we contact your referee before making an offer? | Yes  No |

1. **Supporting Information**

Please detail how you meet the specification for this post illustrating with examples from work, voluntary or life experience, and state why you are applying for this job.

|  |
| --- |
|  |

1. **Criminal Background Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence?  (declaration subject to the Rehabilitation of Offenders Act 1974) | Yes  No | If yes, please give details |  |

1. **Data Protection & Consent to Processing**

You accept that YMCA Black Country Group has requested personal data about you for the purposes of assessing your suitability for employment, and in signing the Application Form you consent to the processing by the Organisation (or associated Organisation) of your personal data for any purpose related to the recruitment process, including, but not limited to, shortlisting, selection, interview assessment, skills assessment and assessment of suitability purposes and right to work in accordance with the Job Applicant Privacy Notice.

1. **Declaration**

If you knowingly submit false information, or attempt to omit or conceal any relevant fact concerning your eligibility for employment then your name will be withdrawn from the list of candidates. Providing false information is an offence and if this is discovered after you have been appointed you will be liable for summary dismissal. You may also be referred to the Police.

1. **Guidelines: Declaration of Criminal Background Information.**

**During our recruitment procedure we take steps to assess an applicant’s suitability for such a position of trust. It is important that you understand the nature of the checks that we will make and when we will make them.**

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be ‘spent’. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 [Exceptions Order] gives some **exemptions** from the Act, whereby details of ‘spent’ convictions have to be declared. One of these exemptions is working with children, young people\* and/or vulnerable adults. Applicants for certain positions who are made a conditional offer of employment will be subject to a Disclosure Barring application – known as Disclosure – from the Disclosure and Barring Service before the appointment is confirmed. **This will include details, of cautions, reprimands spent and ‘unspent’, as well as convictions.**

The information relating to criminal convictions will only be seen by the interview panel if we are considering offering you employment. If you wish to discuss the information that you have given, please mention this to an interviewer. Having made its selection, the panel may wish to discuss any information given with you. Having a conviction will not necessarily bar you from consideration for the post. Criminal records will be taken into account only when they are relevant to the position for which you are applying. Our policy on the recruitment of ex-offenders is given on the next page.

The Disclosure service offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for the post. Disclosure statements are provided by the Criminal Records Bureau, an executive agency of the Home Office. Enhanced disclosure statements provide details of a person’s criminal record including convictions, cautions, reprimands and warnings; they also contain details from lists held by Government departments of those considered unsuitable for this type of work. Organisations using the Disclosure system must comply with a Code of Practice, a copy of which is available on request.

If you require further information about disclosures you can visit <https://www.gov.uk/government/organisations/disclosure-and-barring-service> or telephone the DBS information line on 0870 90 90 811

\*young people are those under 18 years of age

I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. I further confirm that I have completed this form myself, or if someone has completed this form on my behalf, I verify that the information is correct and valid.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |